



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 9, 2019

Mary Trucks  
FiveCAP Inc  
PO Box 37  
Scottville, MI 49454

RE: Application #: DC530397943  
**Mason County Early Head Start Center**  
**585 N. Scottville Rd.**  
**Scottville, MI 49454**

Dear Ms. Trucks:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 16 is issued.

Please review the attached documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9720.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

*Amanda Wendell*

Amanda Wendell, Licensing Consultant  
Bureau of Community and Health Systems  
2700 Baker St.  
P.O. Box 4290  
Muskegon Heights, MI 49444  
(231) 492-5410

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC530397943
<b>Applicant Name:</b>	FiveCAP Inc
<b>Applicant Address:</b>	302 North Main Street Scottville, MI 49454
<b>Applicant Telephone #:</b>	(231) 757-3785
<b>Licensee/Designee:</b>	Mary Trucks, Designee
<b>Name of Facility:</b>	Mason County Early Head Start Center
<b>Facility Address:</b>	585 N. Scottville Rd. Scottville, MI 49454
<b>Facility Telephone #:</b>	(231) 757-3785
<b>Application Date:</b>	01/10/2019
<b>Capacity:</b>	16
<b>Program Type:</b>	CHILD CARE CENTER INFANT/TODDLER FOOD SERVICE

## II. METHODOLOGY

01/10/2019	Enrollment
02/13/2019	Application Incomplete Letter Sent
05/28/2019	Inspection Completed-Fire Safety: D
06/19/2019	Inspection Completed-Fire Safety: A
06/20/2019	Inspection Completed-Environmental Health: A
06/20/2019	Application Complete/On-site Needed
07/24/2019	Inspection Completed On-site
07/24/2019	Inspection Completed-BCAL Sub. Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

This child care center is located in a newly renovated portable classroom building in Scottville, MI.

#### **Approved space (room numbers, sizes, capacity and ages of children for which each room/well-defined space is approved, etc.):**

This child care center is an early head start program and will provide services for children ages birth to 3 years of age. The building is comprised of two classrooms connected by a kitchen area and a bathroom.

- **Classroom #1** (the classroom to the left of the entry door) measures 30ft. x 22ft., for a total of 660 square feet. Based on the required 50 square feet per infant and toddler, the space supports a requested capacity of 12 infants and toddlers.
- **Classroom #2** (the classroom to the left of the entry door) measures 23ft. x 22ft., for a total of 506 square feet. Based on the required 50 square feet per infant and toddler, the space supports a capacity of 10 infants and toddlers.

The licensee designee has requested that the maximum capacity of the center be 16 children, ages birth to 3 years of age.

#### **Equipment:**

There is a variety of age appropriate learning and play equipment available for child activities. The licensee designee has submitted a current inventory list of children's equipment. This includes large and small muscle group activities, sensory exploration activities, social interaction and dramatic play activities, discovery and exploration

activities, early math and science experience activities, language and literacy experience activities, and art, music, and literature activities.

**Number of sinks and toilets:**

There are two toilets and four handwashing sinks available to children. This supports the center's capacity of 16 children.

**Outdoor play area - location, fenced or not, water hazards:**

The outdoor play area is a fenced-in area behind the building. There are currently no play structures present. The center has an assortment of balls, play parachutes, and wheeled toys available to children. There are no hazards present in the outdoor play area.

**Documentation if a lead hazard risk assessment was required and the results:**

As the building was constructed in 2018, a lead hazard risk assessment is not required.

**Documentation of playground safety:**

As the outdoor play area does not contain any climbing structures, a playground safety inspection is not required at this time.

**B. Program Description**

**Ages of children served:**

The center will care for children ages birth to 3 years of age.

**Proposed days and hours of operation:**

The center will operate from 8:00 A.M. – 4:00 P.M., Monday through Thursday.

**Full or part time (AM or PM sessions or both):**

The center offers full-day programming.

**Other program components - transportation, swimming, food service:**

Infant/toddler programming will be offered. The program will provide breakfast, lunch, and one snack. It does not offer transportation or swimming.

**Name of program director and under what rules the program director is qualified:**

Ms. Shannon VanderMeer is approved as the program director for the center under R 400.8113 (9)(a) and (13).

**Is there a central administrator that meets the administrative requirement?**

There is no central administrator for this program; Ms. VanderMeer meets this requirement.

**Explanation of variance(s), if any:**

There are no variances granted for this facility.

**C. Rule/Statutory Violations**

There are no rule or statutory violations at this time.

**IV. RECOMMENDATION**

I recommend issuance of an original license to this child care center with a capacity of 16.

*Amanda Wendell*

08/06/2019

---

Amanda Wendell  
Licensing Consultant

Date

Approved By:

*Katrice Sweet*

08/09/2019

---

Katrice Sweet  
Area Manager

Date